

WORKFORCE HOUSING REWARD PROGRAM BI-ANNUAL REPORT

Contractor: _____ Contract No: 04-WFH - _____

Address: _____

Contact: _____ Title: _____

Phone: _____ Email: _____

Change in Contact Information? ☐ YES ☐ No Contract Start Date (date signed by HCD): _____

Contract Expiration Date: _____

Reporting Period: ☐ January 1 to June 30 (due July 30th) Year: _____
☐ July 1 to December 31 (due January 30th) Year: _____

A. Please list all projects as outlined in Exhibit A-Scope of Work of the Standard Agreement and provide detail of the project status and anticipated completion dates (Attach additional sheet of paper if necessary):

Activity	Status (i.e. pending council approval, out for bid)	Anticipated completion date

WFH Bi-Annual Report - Continued

B. Please detail any issues affecting the timely implementation of activities outlined in Exhibit A (Scope of Work) of the Standard Agreement: _____

Please note: If for reasons beyond the control of the Contractor, the project must be modified or substituted, please be aware all project changes must be pre-approved in writing by the Department prior to requesting funds.

C. Summary of Requested Funds

Amount of Grant	Total Requested to Date	Balance

If no draws to date, please explain and indicate when you anticipate requesting funds (if not explained in Section B above):

D. Contractor Certification:

I certify to the best of my knowledge that this report is true and accurate, that the reported dollar amounts agree with the official accounting records, and that all disbursements have been made for the purposes and conditions of this grant pursuant to the Standard Agreement.

Name: _____ Title: _____

Signature: _____ Date: _____

WORKFORCE HOUSING REWARD PROGRAM BI-ANNUAL REPORT

Workforce Housing Reward Program (WFH) grantees are required to submit reports to the Department on the expenditure of funds received through WFH on a bi-annual basis. Reports must be received by the Department no later than 30 days after the end of each reporting period (January 30th or July 30th) during the term of the Standard Agreement.

Please Note: If all WFH funds have been requested from the Department, the Contractor must submit the Final Closeout report within 60 days of date funds are fully expended. If this date corresponds with the required Bi-Annual report due dates outlined above, the jurisdiction may submit the Final Closeout report in lieu of the Bi-Annual Report.

Bi-Annual Reports can be submitted to the Department by mail, fax or email to the following address:

Department of Housing & Community Development
Division of Housing Policy
Attn: Workforce Housing Staff
1800 Third Street, Room 430
Sacramento, California 95814
Fax (916) 327-2643